



Seeking Corporate Sponsorship Interns

Film Independent is a nonprofit arts organization that champions independent film and supports a community of artists who embody diversity, innovation and uniqueness of vision. Film Independent is a stepping stone for aspiring and mid-level filmmakers with a variety of project-enhancing programs. In addition to its member database, it builds an audience for their projects and works to diversify the film industry. Film Independent is known for producing the Spirit Awards, the Film Independent Forum, LA Film Festival and the Film Independent at LACMA screening series.

Corporate Sponsorship Internships are available at Film Independent, 2 days a week minimum commitment required, hours 11 AM - 5 PM, offices located in Mid City. We are looking for organized, resourceful and responsible individuals who would like hands-on experience in sponsorship research and learn about cultivation, fulfillment and nonprofit fundraising. Interns need to be available July through early October. Interns will be required to be available every day during the LA Film Festival, September 20-28. The internship will conclude at end of November, however, there is a possibility to extend the internship to work on the Spirit Awards.

Duties:

- Organize and update sponsor kits with fundraising materials
- Assist in the on-site stewardship and check-ins of Film Independent Sponsors, as assigned
- Help with administrative tasks and research projects
- Assist with event wrap reports and presentations under the supervision of the Corporate Sponsorship Assistant
- Track inventory of sponsor donated materials
- Assist in special events – including high profile conversations, screenings, and receptions

Required Computer Skills:

- MAC savvy
- Proficient in Excel & Powerpoint

Internship Requirements:

- Strong verbal communication skills and professional presence
- Strong organizational and administrative skills, with attention to detail
- A high level of initiative and enthusiasm
- A team player
- A positive-problem solver and ability to adapt
- Punctual and reliable transportation

**This is an unpaid internship, college credit available. Please send your resume to Rebecca Cavallari at rcavallari@filmindpendent.org. No calls please.